

## Town of Easton

### Board of Finance

#### Budget Calendar 2017/2018

To: Town Departments

Subject: Budget Guide - Calendar 2017/2018

January 4                      Issue budget forms and instructions to Departments

January 4– February 3      Departments:  
   1) prepare budget requests  
   2) review requests with the First Selectman

February 3                      Departments: return signed forms to  
   Director of Finance for summarization

March 3                         Director of Finance returns all Departments'  
   budget requests to the Board of Finance

March 7,8,9                      Board of Finance will analyze and  
March 14,15,16                  investigate estimates and hold budget  
(March 7 Also Reg.Mtg.)      discussions with Department Heads,  
   Boards and Commissions. Meetings to be  
   held at **7:00 P.M.**

March 27 (Monday)              Hold public hearing on budget  
   SSES Cafetorium                      7:00 p.m.

**March 28,29**                      **Revise budget requests and prepare**  
**April 4,5,6,**                      **final recommendations for preparation**  
April 4 also reg.mtg.              **acceptance of budget document.**  
   **Meetings at 7 p.m.**

April 14                         Submit budget for the April 20, 2017 newspaper publication.

**April 24**                         Annual Town Meeting - budget adoption (TENTATIVE)  
S.S.S. Cafetorium                      7:00 p.m.

May 2                             Referendum next day after Regional 9 Budget meeting of May 1

All meetings will be at the Senior Center – unless so noted above. (Subject to adjustment).